



## Health Module

February, 2011

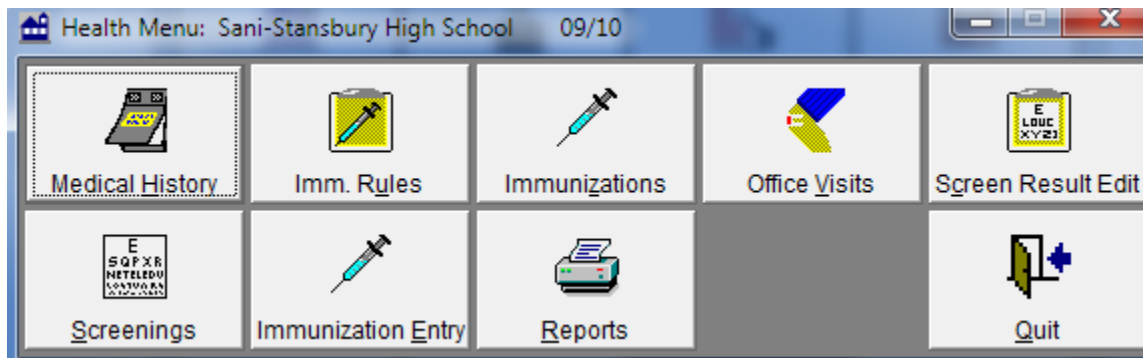


## Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
<b>MEDICAL HISTORY.....</b>	<b>5</b>
<i>Description of fields:.....</i>	<i>5</i>
<i>Adding a new incident:.....</i>	<i>7</i>
<b>IMMUNIZATION RULES.....</b>	<b>7</b>
<i>Creating an Immunization Rule .....</i>	<i>7</i>
<i>Editing an Immunization Rule.....</i>	<i>9</i>
<b>IMMUNIZATIONS.....</b>	<b>9</b>
<i>Applying an Immunization Rule.....</i>	<i>9</i>
<i>Editing an Immunization .....</i>	<i>11</i>
<i>Deleting an Immunization .....</i>	<i>11</i>
<b>IMMUNIZATION ENTRY .....</b>	<b>12</b>
<i>Adding an Immunization.....</i>	<i>13</i>
<i>Editing an Immunization .....</i>	<i>13</i>
<i>Deleting an Immunization .....</i>	<i>13</i>
<b>OFFICE VISITS .....</b>	<b>14</b>
<i>Adding an Office Visit.....</i>	<i>14</i>
<i>Editing an Office Visit .....</i>	<i>15</i>
<i>Deleting an Office Visit .....</i>	<i>15</i>
<b>SCREEN RESULTS EDIT .....</b>	<b>16</b>
<i>Assigning a Result to a Screening Description.....</i>	<i>16</i>
<b>SCREENINGS.....</b>	<b>17</b>
<i>Adding a New Screening Record.....</i>	<i>17</i>
<i>Editing a Screening Record .....</i>	<i>18</i>
<i>Deleting a Screening Record .....</i>	<i>18</i>
<b>REPORTS.....</b>	<b>19</b>



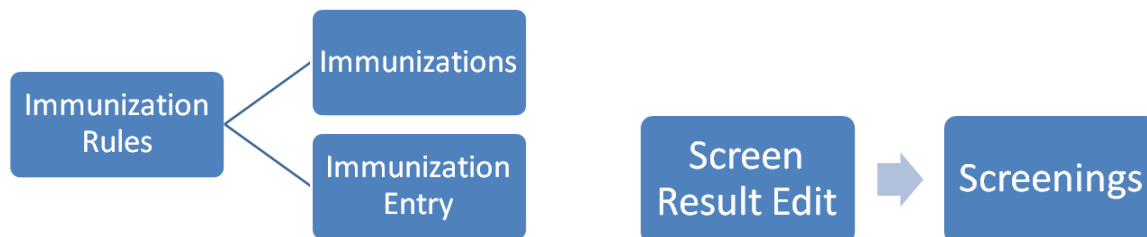
# Health Module



Found under Main Menu > Health

## Introduction

This module is where students' immunization history, screening results, medical history, and office visits are documented. The different applications are not necessarily arranged in the order you would access them. There is, however, a general flow that can be followed when a school begins using the Health Module. It is important to use the flow chart displayed below, as certain information must be entered before you can access information in other areas of the Health Module.



As you can see from the images above, the **Immunization Rules** need to be created before entering any immunizations. Also, the **Screen Result Edits** need to be created before any screenings can be entered.

**Medical History** and **Office Visits** are stand-alone applications and do not need to have set up completed first.

**NOTE:** Be aware that you can use the buttons on the banner to look up different groups of students. The banner is the top portion of the screen that appears as follows:



Student Name	M/F	Birthdate	Age	Grade	Track/School/Year	Advisor	Entry	Exit
Abalos, Joohee Rose [30076]	F	12/16/1992	17	11	A 720 2009/10	Worlton, Quanah	08/24/2009	

Group: All students for 09/10

The buttons on the right side of the screen will do the following:



- Displays the enrollment history for the student.



- Displays the student's profile on the web.



- Displays the student's photo.



- Launches the student group editor.



- Allows you to search currently active students only.



- Allows you to search all students this year, active and inactive.



- Allows you to search future students only.



- Allows you to search inactive (withdrawn) students only.



- Un-synchronizes this screen from the other applications.



## Medical History



SIS 2000+ - Medical History - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/16/2011

Student Name	M/F	Birthdate	Age	Grade	Group
Alejandra, Yolando [15085]	M	07/21/1994	16	10	Currently active students
Track/School/Year	Advisor	Entry	Exit		
A 720 2009/10	Boulton, Ayana	08/24/2009			

Date	Health Concern Description	Resolution	Alert	Conf
01/31/2011 12	Abdominal Pain	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/31/2011 12	Allergic Rhinitis	Medications Taken	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/31/2011 12	Bloody Nose	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/31/2011 12	Abrasion Trunk	Successful treatment/resolution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/31/2011 12	Acute Bronchitis	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This is a note in the Medical History screen, which was input by the office.

Found under Main Menu > Health > Medical History. This screen allows you to enter any past incidents relating to a student's health. The **Medical History** application is meant to be a place to store historical data pertaining to a student's medical history or health concerns. This is also a good place to put any information relating to medical alerts that you want staff to be aware of.

### Description of fields:

- *Date* – Date of medical event.
- *Health Concern Description* – Choose from the drop-down list. (System table – “Health Disease (ICD) codes”)
- *Resolution* – Choose from the drop-down list. (System table – “Health Status Codes”)
- *Alert* – Check the **Alert** field to flag the medical event as a medical alert. Marking the Alert checkbox will place a flag in two places.
  - The Student Profile screen will show the health alert by showing the actual “Health Concern Description”. See image below for an example.



- The SIS Web report called “Class Roster” will show an icon, indicating that there is a health alert, but will not show the alert details.
- **Conf** – Check the **Confidential** field to restrict access to the details of the medical alerts listed. When confidential is checked, any notes entered in FoxPro will not appear in the Student Profile, but rather the “Resolution” will appear. See example below.
- Keep in mind that nothing will appear in the Student Profile unless “Alert” is checked.

The image below shows the Health Alerts portion of the Student Profile screen. Notice that under “Concern”, the “Health Concern Description” is shown. Under “Status” the notes are shown. However, if “Conf” is checked in FoxPro, the “Resolution” appears in place of the notes, and the phrase “(Information is Confidential)” appears.

SIS 2000+ - Medical History - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/16/2011

Student Name: Alejandra, Yolando [15085] M/F: M Birthdate: 07/21/1994 Age: 16 Grade: 10 Group: Currently active students

Track/School/Year: A 720 2009/10 Advisor: Boulton, Ayana Entry: 08/24/2009 Exit:

Date	Health Concern Description	Resolution	Alert	Conf
01/31/2011 12	Abdominal Pain	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/31/2011 12	Allergic Rhinitis	Medications Taken	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/31/2011 12	Bloody Nose	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/31/2011 12	Abrasion Trunk	Successful treatment/resolution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/31/2011 12	Acute Bronchitis	Input by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This is a note in the Medical History screen, which was input by the office.

The Health Concern Description from FoxPro appears in the Student Profile under "Concern". The notes tied to that same row appear under "Status". These pieces of information only appear because "Alert" is checked in FoxPro.

Health Alerts		
Date	Concern	Status
01/31/2011	Abdominal Pain	This is a note in the Medical History screen, which was input by the office.
01/31/2011	Bloody Nose	These are notes for this student, entered in the Medical History screen. This student gets frequent bloody noses. If this happens, send him to the restroom to take care of it himself.
01/31/2011	Acute Bronchitis	Input by Office
01/31/2011	Allergic Rhinitis	This student has medications that he takes for his concern.
01/31/2011	Abrasion Trunk	Successful treatment/resolution (Information is Confidential)

The checkbox for "Conf" was checked in this case.

**NOTE:** If you choose a **Resolution** of “Medication Taken”, the note should only contain the name of the medication. If any other notes are entered, they will be overwritten by the medication name if it is typed in by the parents in the Update Student Contact Information screen.

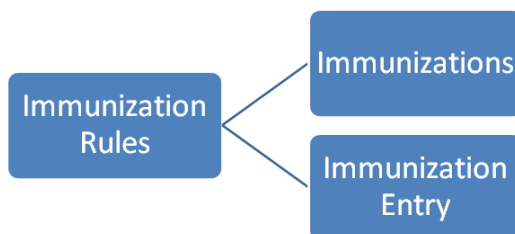


### Adding a new incident:

- Press **Add** to make the drop-downs available.
- **Date** defaults to that day's date. This can be changed if desired.
- Select the **Health Concern Description** from the drop-down.
- Select the **Resolution** from the drop-down.
- If you would like a health alert flag to appear in the Student Profile, place a checkmark in the **Alert** column.
- If there are any notes, and you would like them to remain confidential, place a checkmark in the **Conf** column.
- Press **Save**.

You can **Edit** or **Delete** an existing item as well. To do so, highlight the row you would like to Edit or Delete and press the appropriate button.

### Immunization Rules



**Immunization Rules** allows you to create rules on when specific immunizations are due, giving you a way to see at-a-glance which immunizations the student has had and which ones he/she is missing. These rules should be set up before beginning Immunization entry, as shown in the flow chart displayed above.

If you are uncertain what immunization rules to enter, contact the State Health Department for guidelines.

### Creating an Immunization Rule

- Open FoxPro and go to Main Menu > Health > Imm Rules.
- The following screen will display.



- Press **Add**.
- Enter a two character **Code** as well as a **Description** and press **Save**.

Once you've created a code and description, you're ready to set up the rules.

- Double-click on an immunization. The following screen will display.

- Notice that **Dose** is set to "1" by default.
- Enter the recommended student **Age** (in years and months) at which the student should receive the immunization.
- Enter a "Y" or an "N" in the **Required** field, depending on whether or not the specified immunization is required.
- Press **Done** to verify the entry.
- To enter information for the second dose of the same immunization, double-click on the same immunization on the left side of the Immunization Rules screen.
- The dose will automatically show as "2".
- Repeat this process for each immunization.

When you've completed entering the immunization rules, the screen will look something like the following:



SIS 2000+ -Define Immunization Rules - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/13/2010

Rule  Description

Available Immunizations

Immunization	Dose #	Year	Months	Reqd
Chicken Pox	1	5	0	<input checked="" type="checkbox"/>
DTP Immunization	1	0	2	<input checked="" type="checkbox"/>
DTP Immunization	2	0	4	<input checked="" type="checkbox"/>
DTP Immunization	3	0	6	<input checked="" type="checkbox"/>
DTP Immunization	4	1	6	<input checked="" type="checkbox"/>
DTP Immunization	5	5	0	<input checked="" type="checkbox"/>
Hepatitis A	1	2	0	<input checked="" type="checkbox"/>
Hepatitis A	2	4	0	<input checked="" type="checkbox"/>
Hepatitis B	1	0	2	<input checked="" type="checkbox"/>
Hepatitis B	2	0	4	<input checked="" type="checkbox"/>
Hepatitis B	3	1	6	<input checked="" type="checkbox"/>
IPV	1	0	2	<input checked="" type="checkbox"/>
IPV	2	0	4	<input checked="" type="checkbox"/>

Buttons: Print Find List Delete Edit Add Save Quit

### Editing an Immunization Rule

- Use the arrows in the bottom corners to scroll to other immunization rules.
- Press **Edit**.
- Make the changes you'd like and press **Save**.
- You can also highlight a line and **Delete**.
  - **NOTE:** Deletion of a rule is not allowed. However, you may delete an immunization within a rule.

### Immunizations



The **Immunizations** interface is used for Health Professionals to assign rules to students and maintain and report their immunization history.

### Applying an Immunization Rule

- Go to Main Menu > Health > Immunizations.
- The following screen will display.



SIS 2000+ - Immunization Status Record - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/25/2009

Student Name: Aiello, Maren E [8227] M/F: F Birthdate: 12/25/1993 Age: 16 Grade: 10

Track/School/Year: A 720 2009/10 Advisor: Worlton, Quanah Entry: 08/24/2009 Exit:

Group: Currently active students

Immunization Rule: [Empty] Select New Rule

Immunization	#	DateDue	DateAdm	Verify	Status	Req	Cmp	Xr

Print Find List Delete Edit Add Save Quit

- Search for the student for whom you would like to select the rule.
- Press **Select New Rule**.
- Choose the rule from the drop-down box.
- The screen will look something like the following:

SIS 2000+ - Immunization Status Record - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/25/2009

Student Name: Aiello, Maren E [8227] M/F: F Birthdate: 12/25/1993 Age: 16 Grade: 10

Track/School/Year: A 720 2009/10 Advisor: Worlton, Quanah Entry: 08/24/2009 Exit:

Group: Currently active students

Immunization Rule: Entry Kindergarten Select New Rule

Immunization	#	DateDue	DateAdm	Verify	Status	Req	Cmp	Xr
Hepatitis A	1	12/25/1995		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A	2	12/25/1997		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP Immunization	1	02/25/1994		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP Immunization	2	04/25/1994		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP Immunization	3	06/25/1994		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP Immunization	4	06/25/1995		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP Immunization	5	12/25/1998		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MMR Virus Immuniza	1	12/25/1994		<Unset>	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Find List Delete Done Add Save Done

- Notice that the **Date Due** has automatically populated, based on the birthdate of the student.



- Press **Done**.
- Now, press **Edit** to make the screen editable.
- In the **DateAdm** column, enter the date the immunization was administered.
- In the **Verify** column, use the drop-down menu to select how you verified that the immunization was given.
- In the **Status** column, use the drop-down to indicate if this is the 1<sup>st</sup>, 2<sup>nd</sup>, etc. inoculation.
- Press **Add** to enter an immunization that is not already listed.
  - **NOTE:** If a new rule is selected for a student, the completed immunizations will remain on the student's record whether applicable to the new rule or not.

### Editing an Immunization

- Press **Edit**.
- Make the changes you'd like.
- Press **Save**.

### Deleting an Immunization

- Highlight the record you would like to delete.
- Press **Delete**.

**NOTE:** The **Immunizations** and **Immunization Entry** screens are very similar. They are almost identical, and they are used in the same manner. The only difference is that the **Immunization Entry** application does not have the three columns that appear on the right side of the screen, as can be viewed in the **Immunizations** application. These columns include the **Req** (required), **Cmp** (complete), and **Xmt** (exempt) check boxes. The **Immunization Entry** screen also does not allow the user to select an Immunization rule. The **Immunizations** application is intended for the school nurse or school administrator, as they are given access to use the check box columns.

The **Immunization Entry** application is generally used by clerical staff members, who usually do not have the ability to exempt (Xmt) a student from the immunization requirement.

See image below.



SIS 2000+ - Student Immunization - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/17/2011

Student Name: Abalos, Joohee Rose [30076] M/F: F Birthdate: 12/16/1992 Age: 18 Grade: 11 Group: Currently active students

Track/School/Year: A 720 2009/10 Advisor: Brockmeier, Zina Entry: 08/24/2009 Exit:

Immunization	Dose	Date	Verification	Status
DTaP	6	01/27/2009	County Record	Personal Exemption
Hepatitis B	1	01/27/2009	<Unset>	Personal Exemption
Hepatitis B	2	01/27/2009	<Unset>	Personal Exemption

← Immunizations Screen

The main difference between the two screens is that the Immunization Entry Screen lets you select "Rules" as well as has checkboxes for Exemptions.

SIS 2000+ - Immunization Status Record - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/17/2011

Student Name: Abalos, Joohee Rose [30076] M/F: F Birthdate: 12/16/1992 Age: 18 Grade: 11 Group: Currently active students

Track/School/Year: A 720 2009/10 Advisor: Brockmeier, Zina Entry: 08/24/2009 Exit:

Immunization Rule: [Dropdown] Select New Rule

Immunization	#	DateDue	DateAdm	Verify	Status	Req	Cmp	Xr
DTaP	6		01/27/2009	County Record	Personal Exemption	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hepatitis B	1		01/27/2009	<Unset>	Personal Exemption	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hepatitis B	2		01/27/2009	<Unset>	Personal Exemption	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

← Immunization Entry Screen

## Immunization Entry



A second screen where you can enter immunizations, but cannot select a rule, is the **Immunization Entry** screen. This screen is for rapid entry of Immunization information.

This screen is found in Main Menu > Health > Immunization Entry. The screen displays as follows.



SIS 2000+ - Student Immunization - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/13/2010

Student Name: Aiello, Julianne [6466] M/F: F Birthdate: 08/03/1995 Age: 15 Grade: 9

Track/School/Year: A 720 2009/10 Advisor: Worlton, Quanah Entry: 08/24/2009 Exit:

Group: Currently active students

Immunization	Dose	Date	Verification	Status
Hepatitis A	1		<Unset>	<Unset>
Hepatitis A	2		<Unset>	<Unset>
DTP Immunization	1		<Unset>	<Unset>
DTP Immunization	2		<Unset>	<Unset>
DTP Immunization	3		<Unset>	<Unset>
DTP Immunization	4		<Unset>	<Unset>
DTP Immunization	5		<Unset>	<Unset>
MMR Virus Immunization	1		<Unset>	<Unset>
MMR Virus Immunization	2		<Unset>	<Unset>
Chicken Pox	1		<Unset>	<Unset>

Find List Delete Edit Add Save Quit

### Adding an Immunization

- Find the student for whom you would like to enter immunization information.
- Notice on this screen that there is not a place to assign an Immunization Rule.
  - Immunization rules need to be selected in the **Immunizations** application, which is discussed in the previous section.
- Press **Edit** to enter the **Date** an immunization was administered.
- Use the drop-down in the **Verification** column to indicate the method by which you verified the immunization took place.
- Use the drop-down in the **Status** column to indicate if this is the 1<sup>st</sup>, 2<sup>nd</sup>, etc. inoculation.
- Press **Add** to enter an immunization that is not already listed.

### Editing an Immunization

- Press **Edit**.
- Make the changes you'd like.
- Press **Save**.

### Deleting an Immunization

- Highlight the record you would like to delete.
- Press **Delete**.



## Office Visits



SIS 2000+ - Student Health Visit List - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/13/2010

Student Name	M/F	Birthdate	Age	Grade	Group
Abalos, Joohee Rose [30076]	F	12/16/1992	17	11	Currently active students
Track/School/Year	Advisor	Entry	Exit		
A 720 2009/10	Worlton, Quanah	08/24/2009			

Date	Office Visit Description	Service	Disposition	Rchk Date	Rfrl

Print Find List Delete Edit Add Save Quit

Found under Main Menu > Health > Office Visits.

Use this screen to document when students visit the office for health reasons.

### Adding an Office Visit

- Find the student for whom you would like to add an Office Visit.
- Press **Add** to see the following screen. This is the same screen you will see if you press **Edit**.



School Net C/S - Student Health Office Visits - Sani-Stansbury High School [2009 / 2010]

Student Name: Abalos, Joohee Rose [30076] Grade: 11 Status: Active

Birthdate: 12/16/1992 12:00 Age: 17 Gender: F Track: A 720 09/10

Office Visit | Doctor Referral

Date: 10/25/2010 Time In: Time Out:

Description: Feels unwell

Visit Notes:

Service: Parents Contacted

Disposition: Sent Home

Ht: 0.0 Wt: 0.0 Temp: 0.00 BP:

Return Date: Referral: ☐

Last Changed: 10/25/2010 by PinTa

Print Find List Delete Undo Add Save Done

- Select data in the desired fields.
- Press **Save**, then **Done**.

### Editing an Office Visit

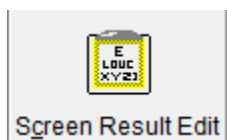
- Highlight the record you would like to edit.
- Press **Edit**.
- Make the changes you would like.
- Press **Save**.

### Deleting an Office Visit

- Highlight the record you would like to delete
- Press **Delete**.



## Screen Results Edit



SIS 2000+ - Define Screening Result Sets - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/11/2010

Screening Description: Eye Vision Examination

Available Result Descriptions

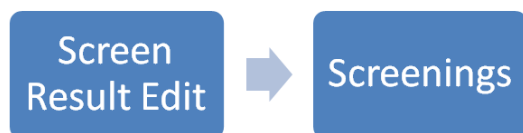
Health Screening	Result
Eye Vision Examination	20/20 eyesight
Eye Vision Examination	20/40 eyesight
Eye Vision Examination	20/60 eyesight
Eye Vision Examination	Fail
Eye Vision Examination	Not Available
Eye Vision Examination	Pass

Available Result Descriptions (Left Panel):

- <Unset>
- 20/20 20/20 eyesight
- 20/40 20/40 eyesight
- 20/60 20/60 eyesight
- F Fail
- N/A Not Available
- P Pass
- R Recheck Required
- REF Referral Required
- U Unknown

Buttons: Print Find List Delete Edit Add Save Quit

Found under Main Menu > Health > Screen Result Edit.



This screen is used in preparation for documenting results of health screenings like eye exams. Before documenting the results of an exam, you will need to do some setup in this screen as shown in the flow chart displayed above.

### Assigning a Result to a Screening Description

- On the **Screening Description** drop-down, make a selection like “Eye Vision Examination”. (System Table: Health Screening Type Codes)
- On the left-hand side, double-click on each **Result Description** you would like tied to the Screening Description. (System Table: Health Screening Results Codes)
- Do this for each Screening Description you will be using.
- You can delete an item that’s been moved over by highlighting the item and pressing **Delete**.



Screenings

Found under Main Menu > Health > Screenings.

## Adding a New Screening Record

- Find the student for whom you would like to enter screening data.
- Press **Add** to see the following screen. This is the same screen you will see if you press **Edit**.



School Net C/S - Student Health Screening - Sani-Stansbury High School [2009 / 2010]

Student Name Alcon, Kenderick Edward [24215] Grade 10 Status Active

Birthdate 04/04/1993 12:00 Age 17 Gender M Track A 720 09/10

**Student Screening** Doctor Referral

Date 10/11/2010 Recheck Required ☐ Recheck Date  Alert ☐

Sent Home ☐ Return Date  Referral ☐

Description Eye Vision Examination

Result Notes

Status <Unset>

Results 20/20 eyesight

Lft  Rt

Ht 0.0 Wt 0.0 Last Changed 10/11/2010 by PinTa

Print Find List Delete Undo Add Save Done

- Choose an item from the **Description** drop-down.
- Choose a Result from the **Results** drop-down.
- You can also choose a **Status**, if you'd like.
- At this time, **Alert** and **Referral** are not used.
- Press **Save**, then **Done**.

### Editing a Screening Record

- Highlight the screening record you would like to edit.
- Press **Edit**.
- Make the changes you would like.
- Press **Save**.

### Deleting a Screening Record

- Highlight the screening record you would like to delete.
- Press **Delete**.



## Reports



The following reports are available in the Health module:

